

# REQUEST FOR PROPOSAL

## Addendum # 1



Department Of Executive Services  
Finance and Business Operations Division  
**Procurement and Contract Services Section**  
206-684-1681 TTY RELAY: 711

**DATE ISSUED: August 10, 2006**

RFP Title: **King County Re-Entry Case Management Services**

Requesting Dept./ Div.: **King County Department of Adult & Juvenile Detention – Community Corrections Division**

RFP Number: **144-06CMB**

Due Date: **August 17, 2006 - 2:00 P.M.**

Buyer: Cathy M. Betts, [cathy.betts@metrokc.gov](mailto:cathy.betts@metrokc.gov) (206) 263-4267

This addendum is issued to revise the original Request for Proposal, dated July 27, 2006 as follows:

1. The proposal opening date remains the same: Thursday, August 27, 2006 no later than 2:00 p.m. exactly.

**The following information is provided in response to questions received:**

Q1: Announcement of this award was posted on the Procurement website, but was not distributed via email lists. It reached us by mail on 8/2. The proposal is due 8/17. Is there any possibility of later submission date?

A1: *The RFP was mailed out to the mailing list provided by the Department on July 27, 2006. It was also advertised in the Seattle Times and Journal of Commerce and posted to the Procurement's website on the same date. In regards to extending the due date, the County's needs and schedule require the August 17<sup>th</sup> date for submission of proposals.*

Q2: Can the minimum of 5 references (20 points) include other County Divisions?

A2: *One out of the five references may be a County Division. However, we are seeking a variety of references, so limit your submittal to a single King County reference.*

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**TO BE ELIGIBLE FOR AWARD OF A CONTRACT, THIS ADDEMDUM MUST BE SIGNED AND SUBMITTED TO KING COUNTY**

**Sealed proposals will only be received by:**

**King County Procurement Services Section, Exchange Building, 8<sup>th</sup> floor, 821 Second Avenue, Seattle, WA 98104-1598. Office hours: 8:00 a.m. - 5:00 p.m., Monday - Friday**

Company Name

Address

City / State / Postal Code

Signature

Authorized Representative/Title (Please Print)

Email

Phone

Fax

This Request for Proposal – Addendum will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities upon request.

Q3: Please clarify the budget: Is \$200K an annual figure and prorated for the remainder of 2006? Is the budget to be presented in Cost Elements of B.1 or in D or separately presented?

A3: *\$200K is an annual figure, to be prorated for the remainder of 2006. The contract will be amended for the annual figure in 2007. Any further inquiries regarding the annual figure should be resolved during the contract development phase after a selection has been announced.*

Q4: Please clarify your meaning of “letters of support” or “MOA” (Memorandum of Agreement). It would help to have examples. Since there are 10 points associated, it appears that partnership is expected.

A4: *“Letters of support” or a “MOA” help demonstrate partnerships with other agencies that work with the applying agency in jointly providing a specific service. Partnerships are used to demonstrate cooperative working relationships and support for the applying agency. References are used to demonstrate delivery of a service from the applying agency. References in this context mean “recipients of a service” inasmuch that both collaborators and partners are providers of the service.*

*The County does not necessarily expect that one agency alone will be able to accomplish all that is requested in the objective and scope of this program. In recognition of agencies that may not have the resources or expertise to accomplish the objective and scope of this program entirely on their own, but employ and contract with other agencies for their deficits, “letters of support” and “memorandum of agreement (or understanding)” from collaborators and partners would afford points for consideration of a submitters ability to perform the scope of work and objectives of this program. For example, a particular submitter (Agency A) may be an expert in providing Mental Health services; however, they collaborate with a second agency (Agency B) to provide clients with employment services. The County would want Agency A to apply and be considered because of this collaboration. Agency A would not be disqualified from consideration merely for the fact that they are primarily a Mental Health provider. We would want both agencies in the example above (both larger and smaller organizations) to have the opportunity to be equally considered. If any agency is able to accomplish the objectives and scope of work of this program entirely by themselves, they will not lose points for not demonstrating collaborations and partnerships.*

Q5: Please clarify references to evaluation: The agency must conduct an evaluation of outcomes **and** will participate in external evaluation.

A5: *In order for the County to ensure the viability and sustainability of this new program and determine whether the program is accomplishing the goals as outlined in the RFP document, the agency must have a vested interest and provide to the County, on their own behalf, outcomes and an evaluation of the viability of the program itself. The County will also conduct an evaluation of the program to ensure accomplishment of the stated goals.*

Q6: Please clarify the notification guidelines and timeline.

A6: *The County is unsure of the question as worded, but if this pertains to the notification of evaluation and award status, all submitters will be notified of their status at the conclusion of the evaluation stage. A final timeline has not be set, but will be based on the number of submittals and the time to evaluate them.*

Q7: Regarding “Performance measures, Part 8”, which requires a 90% success rate: Are there specific measures for referring entities to assess whether or not a service need request is attainable? For example, an individual is referred for Medicaid and not eligible, or referred for job placement but disabled and not currently appropriate.

A7: *It is the intent of this RFP to accomplish a 90% success rate as stated in the RFP. However, it is our expectation that the measures of this success rate will be developed collaboratively between the County and the successful applicant.*

Q8: Scope of work, Part 4, section I, talks about work space at CCD. Q) Is there currently an estimate of when space might be available? Also, will there be costs involved (such as rent, utilities, furniture, equipment etc) that should be reflected in the budget?

A8: *It is the intent of the County to have the successful applicant establish “work space” within CCD for efficient and effective collaboration between Jail/CCD based agents. Work space, in this context, means*

*space, such as an office, within CCD that is available solely to the successful applicant whereby the applicant can conduct a portion of their business, conveniently, in addition to space they may have elsewhere. It is not the intent of the County to have the agency establish their entire operation within CCD. Should the successful applicant (at its own discretion) decide to establish the entire operation within CCD, the entire cost of rent should be reflected in the budget. Space is currently available. At a minimum, a portion of rent (utilities included) should be reflected in the budget. Furniture will not be a cost, unless the successful applicant establishes their entire operation within CCD (at its own discretion). However, other operational cost such as technology and telecommunications may be a cost. This can be resolved during the contract development phase.*